## COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

This instruction implements AFMCPD 36-2, *Education and Training.*  This instruction defines objectives, requirements and assigned responsibilities for coordination and integration of training planning, programming, budgeting and execution; and establishes procedures for managing education and training within the Air Force Materiel Command (AFMC).

## SUMMARY OF REVISIONS

This document is substantially revised and must be completely reviewed.

## Chapter 1

## ROLES AND RESPONSIBILITIES

**1.1. General.** The Directorate of Personnel, Education and Training Division (HQ AFMC/DPE) and Installation Education and Training Flights (E&TF) have regulatory responsibility for training administration oversight. However, the mission areas and functional organizations play a primary role in the management and execution of command-wide functional specific training programs, often referred to as "organic training".

**1.2. Education and Training Members.** This section discusses roles and responsibilities of the various players in the education and training management process at both headquarters and installation level. Included are the education and training organizations, mission areas (MAs) and functional organizations.

**1.3. Headquarters, Education and Training Division (HQ AFMC/DPE):** In support of the command training efforts HQ AFMC/DPE will provide centralized administration, management and oversight of:

1.3.1. Policy and guidance for civilian training, military training, formal training, Professional Military Education (PME), on-the-job-training (OJT), supervisory/leadership training, the Acquisition Professional Development Program (APDP), Advanced Distributed Learning (ADL) and off-duty education programs.

1.3.2. Command-wide web-based Education and Training Management System (ETMS) Web

1.3.3. Quota management for civilian and military formal school requirements identified in Military Personnel Data System and Personnel Data System Military Oracle Training Administrator (MilPDS OTA).

1.3.4. Planning, programming and budgeting for education and training.

1.3.5. Command-wide training performance data collection and reporting.

1.3.6. Education and training advisory services for functional training program planning (e.g.., Back-to-Basics, Suicide Prevention Training, Homosexual Policy Guidance, Information Technology).

1.3.6.1. Participate on HQ functional training planning teams (TPTs).

1.3.6.2. Coordinate training support requirements with installation Education and Training Flights (E&TFs).

**1.4. Headquarters Mission Areas (MA).** There are inherent training roles and responsibilities for the MAs and respective functional organizations. Depending on the organizational components of the MA, these training management responsibilities can reside with the MA and/or functional organization(s) and may include:

1.4.1. Provide command-level training program direction, guidance and advocate for resources.

1.4.2. Forecast MA training requirements using tools such as work force shaping accession data and occupational training plans.

1.4.3. Prepare and submit MA training financial plans and Program Objective Memorandum (POM) submissions.

1.4.4.  Coordinate with both HQ AFMC/DPE and appropriate functional directorates to provide MA integrated training management and oversight.

1.4.5.  Establish and monitor MA performance indicators to evaluate effectiveness of training programs.

**1.5.  HQ AFMC Functional Directorates.** Have primary responsibility for command-wide administration, management oversight and integration of command-wide functional specific training programs.  As such, directors will appoint a Command Training Manager to coordinate all directorate-wide training issues:

1.5.1.  Identify and assess command-wide functional specific training needs and programs.

1.5.2.  Ensure functional program/projects/system managers establish and/or chair local TPTs (e.g., back-to-basics, legacy systems modernization, new business practices).

1.5.3.  Identify requirements, plan and program for resources required for "initial" command training implementation (e.g., dollars, quotas, equipment, facilities, manpower, course development, course materials).  Provide data to appropriate programming/budgeting channels.

1.5.4.  Coordinate training plans with installation counterparts and HQ AFMC/DPE.

1.5.5.  Ensure functional training courses are designed, delivered and maintained in accordance with (IAW) AFMAN 36-2234, *Instructional System Development*; AFMAN 36-2236, *Guidebook for AF Instructors*; and AFI 36-401, *Employee Training and Development*.  See AFI 36-2201, Volume 1, *Training Development, Delivery and Evaluation;* AFI 36-2201, Volume 2, *Air Force Training Program Training Management*; AFI 36-2201, Volume 3, *Air Force Training Program On The Job Training Administration*; AFI 36-2201, Volume 4, *Air Force Training Program Managing Advanced Distributed Learning (ADL)*; AFI 36-2201, Volume 5, *Air Force Training Program Career Field Education and Training;* AFI 36-2201, Volume 6, *Air Force Training Program Total Force Training and Education Review Process (TFTERP);* as well as any MAJCOM functional guidance for OJT delivery and student completion documentation requirements.

1.5.5.1.  Ensure sufficient numbers of competent individuals are assigned as instructional designers and managers.

1.5.5.2.  Provide adequate training for untrained instructional designers and managers.

1.5.5.3.  Coordinate instructional system requirements through unit instructional system development (ISD) managers and base support organizations.

1.5.5.4.  Provide resources (people, funds, equipment, time, etc.) to support the process.

1.5.5.5.  Conduct periodic quality checks and eliminate instruction unrelated to the job.

1.5.5.6.  Ensure functional course development, maintenance and delivery plans are coordinated with installation counterparts.

1.5.5.7.  Identify "follow-on" training resources requirements to support command-wide functional specific training programs, often referred to as "organic training".  If necessary, coordinate relevant financial information with the MA.

1.5.5.8.  Establish and monitor training performance indicators to evaluate training program effectiveness.

1.5.5.9.  Validate functional training requirements identified in ETMS Web.

1.5.6.  Publish HQ level functional directives to implement this instruction as necessary.

**1.6.  Installation Education & Training Flights (ETF).** Support installation units by providing centralized administration, management and oversight of:

1.6.1.  Policy and guidance for civilian training, military training, formal training, Professional Military Education (PME), OJT, supervisory/leadership training, ADL, APDP and off-duty education programs.

1.6.2.  Local administration of ETMS Web.

1.6.3.  Submission of installation formal school requirements to HQ AFMC/DPE.

1.6.4.  Planning, programming and budgeting for installation AFMC training funds.

1.6.5.  Installation training performance data collection and reporting.

1.6.6.  Participate with installation TPTs to determine training support and services for functional training programs (e,g., Suicide Prevention Training, Anti-Terrorism, Back-to Basics).  Examples of these services may include but are not limited to:

1.6.6.1.  Assist with identifying employees that require training.

1.6.6.2.  Assist with the development of training schedules to ensure personnel are trained in a timely manner.

1.6.6.3.  Assist with providing training facilities and equipment.

1.6.6.4.  Assist with identifying training sources.

1.6.6.5.  Record training completions in the ETMS Web.

**1.7.  Installation Mission Areas.** There are inherent training roles and responsibilities for the MAs and respective functional organizations.  Depending on the organizational components of the MA, these training management responsibilities can reside with the MA and/or functional directorate(s).  In coordination with AFMC headquarters counterparts:

1.7.1.  Provide installation MA training program direction, guidance and advocate for resources.

1.7.2.  Forecast installation MA training requirements by using such tools as work force shaping accession data, Career Field Education and Training Plans (CFETP) and/or other occupational training plans.

1.7.3.  Submit forecasted MA training requirements to HQ AFMC focal point for roll-up and cost calculation.

1.7.4.  Prepare and submit MA functional training budgets and POM submissions.

1.7.5.  Coordinate with the installation E&TF and functional organizations to provide MA integrated training management oversight.

1.7.6.  Establish and monitor MA performance indicators to evaluate effectiveness of training programs.

**1.8.  Installation Functional Organizations.** Have primary responsibility for administration, management oversight and integration of installation functional training programs.

1.8.1.  Identify and assess functional training needs and programs.

1.8.2.  Interface and coordinate with Headquarters functional directorate(s) and installation E&TFs and participate in TPTs.

1.8.2.1.  Identify, plan and program resources required for "initial" training implementation (e.g., dollars, quotas, equipment, facilities, manpower, course materials).  Provide data to appropriate programming/budgeting channels.

1.8.2.2.  Coordinate training plans with installation and headquarters counterparts and the E&TFs.

1.8.3.  Ensure installation functional courses are designed, delivered and maintained IAW AFMAN 36-2234, *Instructional System Development;* AFMAN 36-2236, *Guidebook for AF Instructors*; and AFI 36-401, *Employee Training and Development.*  See AFI 36-2201, *Developing, Managing and Conducting Training;* AFI 36-2247, *Planning, Conducting, Administering and Evaluating Training;* any MAJCOM functional guidance for OJT delivery and student completion documentation requirements; and this instruction.

1.8.3.1.  Ensure sufficient numbers of competent individuals are assigned as instructional designers and managers.

1.8.3.2.  Plan for adequate training for untrained instructional designers and managers

1.8.3.3.  Coordinate instructional system requirements through unit ISD managers and base support organizations.

1.8.3.4.  Provide resources (people, funds, equipment, time, etc.) to support the process.

1.8.3.5.  Conduct periodic quality checks and eliminate instruction unrelated to the job.

1.8.3.6.  Ensure functional course development, maintenance and delivery plans are coordinated with installation E&TFs.

1.8.3.7.  Identify, plan and budget for "follow-on" training resource requirements (e.g., dollars, quotas, equipment, facilities, manpower, course materials).  Provide data to appropriate programming/budgeting channels.

1.8.3.8.  Establish and monitor training performance data to evaluate the effectiveness of training program.

**1.9.  Supervisor Roles and Responsibilities.** The training and development of employees is a supervisor's primary responsibility.  At a minimum supervisors will:

1.9.1.  Utilize ETMS Web to create an individual development plan for all military and civilian employees.

1.9.1.1.  Identify specific training requirements.

1.9.1.2.  Develop short and long-range career goals.

1.9.1.3.  Update the IDP as needed but especially when an employee's job duties/responsibilities change, or at a minimum, review annually.

1.9.2.  Ensure employees are scheduled and attend training.

1.9.3.  Participate in the evaluation of training programs to determine if intended course objectives are achieved.

1.9.4.  Certify/authorize DD Form 1556, Request, Authorization, Agreement, Certification of Training and Reimbursement, for employees requesting training.

**1.10.  Employee Roles and Responsibilities.** Employees have a responsibility to assist in the development of a career plan and a meaningful effort to fulfill education and training goals.  At a minimum, employees will:

1.10.1.  Participate with supervisor to identify training needs and develop short and long-range career goals.

1.10.2.  Attend scheduled training.

1.10.3.  Participate in the evaluation of training programs to determine if intended course objectives are achieved.

**Chapter 2**

**CIVILIAN TRAINING**

**2.1.  General.** Civilian training programs will be accomplished IAW AFI 36-401, *Employee Training and Development.*  These programs may include local training courses, Civilian OJT, career program training, Civilian Competitive Development Program (CCDP), Civilian Tuition Assistance Program (CTAP) and Defense Leadership and Management Program (DLAMP).

**2.2.  Installation Responsibilities.** Installations are responsible for establishing local training courses, programs and civilian OJT to ensure:

2.2.1.  Local training programs, including civilian OJT, are utilized to fulfill identified training needs whenever this approach has been validated as the most efficient and economical method of training.

2.2.2.  Ensure all design, delivery and maintenance of training course materials are IAW AFMAN 36-2234, *Instructional System Development*; AFMAN 36-2236, *Guidebook for AF Instructors*; and AFI 36-401, *Employee Training and Development.*  See AFI 36-2201, Volume 1, *Training Development, Delivery and Evaluation;,* AFI 36-2201, Volume 2, *Air Force Training Program Training Management*; AFI 36-2201, Volume 3, *Air Force Training Program On The Job Training Administration;* AFI 36-2201, Volume 4, *Air Force Training Program Managing Advanced Distributed Learning (ADL);* AFI 36-2201, Volume 5, *Air Force Training Program Career Field Education and Training*; AFI 36-2201, Volume 6, *Air Force Training Program Total Force Training and Education Review Process (TFTERP);* and any MAJCOM functional guidance for OJT delivery and student completion documentation requirements.

2.2.2.1.  Minimum formal course control documents are: AFMC Form 853, **Course Chart**; AFMC Form 852, **Plan of Instruction**; and course training standards.

2.2.3.  Installations responsible for Aerospace Equipment Maintenance Training (e.g., OJT, Structured OJT, Initial Skills and Upgrade Training) for civilians will comply with AFI 36-2232 *Maintenance Training*; AFI 21-101, *Aerospace Equipment Maintenance Management*; AFI 36-2201, Volume 1, *Training Development, Delivery and Evaluation;* AFI 36-2201, Volume 2, *Air Force Training Program Training Management*; AFI 36-2201, Volume 3, *Air Force Training Program On The Job Training Administration*; AFI 36-2201, Volume 4, *Air Force Training Program Managing Advanced Distributed Learning (ADL)*; AFI 36-2201, Volume 5, *Air Force Training Program Career Field Education and Training* and AFI 36-2201, Volume 6, *Air Force Training Program Total Force Training and Education Review Process (TFTERP).*

2.2.3.1.  The Air Logistics Centers and Aerospace Maintenance and Regeneration Center will comply with training guidance in AFI 21-102*, Depot Maintenance Management* and the six volumes of AFI 36-2201, as specified in AFMCPD, *Depot Maintenance Policy;* AFMCI 1-108, *Maintenance Training and Production Acceptance Certification Program;* and other applicable AF and AFMC 36 and 21 series directives.

2.2.4.  All Aerospace Equipment Maintenance Training (e.g., OJT, Structured OJT, Initial Skills and Upgrade Training) will be documented IAW AFI 36-2232 and AFI 36-2247.  Automated maintenance management systems such as Core Automated Maintenance System, ETMS Web, Production Acceptance Certification Standard System and GO-15 include various training subsystems to document skills qualification/recurring training.

**2.3. Documenting Civilian Education and Training in Modern Defense Civilian Personnel Data System (MDCPDS).**   Good judgment must be used in documenting civilian employee education and training. MDCPDS allows for an unlimited number of training completions to be placed in a civilian employee's training history.  Because of this, further guidelines for documenting education and training in MDCPDS are needed.  The guidelines below provide for maintaining consistency along with the necessary tools for counseling employees on what should and should not be coded in an employee's training history.  The following guidelines for documenting education and training will apply:

2.3.1. Certification of Training.  A certificate is required to verify the employee's satisfactory completion of the course. The certificate should include:

2.3.1.1.  Company or organization name presenting the course.

2.3.1.2.  Course title and number.

2.3.1.3.  Dates of attendance.

2.3.1.4.  Signature of the course instructor (or company representative).

2.3.1.5.  An alternate form of training certification is a completed DD Form 1556 signed by a supervisor and an Employee Development Specialist (EDS).

2.3.2. Qualified Training.  Not all training events should be entered into the MDCPDS. Course completions will be entered into the employee training history only if they meet one of the following criteria.

2.3.2.1.  The course is determined to be mandatory and/or Professional Military Education (PME) self-development.

2.3.2.2.  The course was completed within the last 10 years; the individual was employed by a federal agency at the time of the training and the course length was 8 hours or more; or Air Force funds were utilized to pay direct and/or indirect costs.

2.3.3.  The following definitions will be used in determining proper coding of employee education and training.

2.3.3.1.  Air Force (AF) Formal School Training:  Technical training conducted in a formal AF, Field Training Detachment (FTD), or other Department of Defense (DoD) school.  Formal or resident technical training is conducted in an officially designated course in accordance with appropriate course charts, training standards and training objectives.  Field training courses are also conducted in a formal manner.  Examples of AF Formal School training include Introduction to Logistics (WLOG 199), Aircraft Maintenance Fundamentals (J3ATR2A020 001) and Contingency Wartime Planning Course (MCADRE 002).

2.3.3.2.  AF funded training:  Education and training courses involving funding from the AF (direct and indirect funding).  Examples include AF funded training seminars, conferences, college courses and local vendor courses.

2.3.3.3.  Mandatory training:  Training required by law, the Office of Personnel Management (OPM), the DoD, or AF policy (including local policy).  Examples of mandatory training include HIV/AIDS Awareness, Anti-Terrorism and AF Supervisory training.

2.3.3.4.  No-Cost training:  No-cost training denotes there are no direct or indirect costs to the AF. Examples of no-cost training include free computer courses and brown-bag or lunch-time training.

2.3.3.5.  Self-Development training:  Self-development training is training or education which is self-initiated, normally funded by the employee and taken on the employee's off-duty time to better qualify the employee for his or her work/profession or to contribute to his or her future career opportunities.  Self-development training includes PME courses.  PME examples include Air Command and Staff College (ACSC) and Air War College (AWC).

**2.4.  Supervisory Training.** USAF Supervisor's Course, USAF Civilian Personnel Management Course and USAF Military Personnel Management Course will comply with AFI 36-401, *Employee Training and Development and* AFMC memorandums pertaining to this subject.

2.4.1.  Installation specific topics will be included in supervisory training courses to ensure currency and to appropriately equip supervisors with the tools needed for their task.

2.4.2.  Course requirements for this initial training will be identified in ETMS Web for both civilian and military supervisors.  Supervisors requesting this as refresher training may also enter this training into ETMS Web.

**2.5.  Career Program Training.** Will be managed IAW AFPD 36-6, *Civilian Career Management*; AFI 36-601, *Air Force Civilian Career Program Management*; and AFPD 36-4, *Air Force Civilian Training and Education.*

2.5.1.  The annual career enhancement survey will be accomplished using ETMS Web.

**2.6.  The Civilian Competitive Development Program (CCDP).** The CCDP will be managed IAW AFPD 36-13, *Civilian Supervisory, Management and Leadership Development*.  CCDP includes professional military education, academic, experiential and executive development programs for GS12 through GS15 personnel.  Air Force conducts an annual call for nominations requiring executive level endorsement.   Additional information about CCDP can be found on the Air Force Personnel Center homepage: **http://www.afpc.randolph.af.mil/cp/.**

2.6.1.  Nominations for AFMC personnel must be submitted to HQ AFMC/DPE.

2.6.2.  In concert with AFI 36-401, Attachment 13, *Guide for Declining Selection Under Civilian Competitive Development Program* (*CCDP),* request for waiver, declination or withdrawal from any program covered under CCDP must be approved by the nominating organization (installation command section or HQ director) and endorsed by the HQ AFMC Executive Director.  Submit requests to HQ AFMC/DPE after receiving organizational approval.

**2.7.  Civilian Tuition Assistance Program (CTAP).** The CTAP will be managed IAW AFI 36-401, *Employee Training and Development*; AFMAN 36-606V1, *Air Force Civilian Career Program Management*; and AFMAN 36-606V2, *Air Force Civilian Career Planning*.  CTAP is for self-development whereby the employee, rather than management, identifies the course, initiates request for specific courses at institutions of his/her choice and attends on a voluntary basis.  Participants normally attend courses on a voluntary-off duty basis.

2.7.1.  Civilians wishing to participate in CTAP should submit a degree plan to the E&TFs for review.  Examples of acceptable degree plans are those plans furnished by colleges/universities or the employee's IDP documented in ETMS Web.  Supervisors are to use ETMS Web to establish CTAP course requirements.

2.7.2.  All career program registrants must first apply to their respective career programs for CTAP funding.  In order to apply for base level funding, career program registrants must furnish documentation that the career program is unable to fulfill their CTAP request.

2.7.3.  Maximum allowable tuition under CTAP will be held to current Air Staff policy.  Organizations may not make up the difference between CTAP cap and tuition cost to the member.

2.7.4.  Courses must be validated as mission related by the Employee Development Manager/ Specialist (EDS) or Human Resources Specialist.  Generally, the following do not meet mission related criteria: religion, art, physical education, music, philosophy, literature and history (except for those in the Historian and Museum Career Programs).  These examples are not all inclusive.  Final approval authority for mission related criteria rests with the EDS in the E&TF.

2.7.5.  Authorization of CTAP payments to institutions is limited to post secondary institutions accredited by a national, regional or specialized accrediting body recognized by the Department of Education and post secondary institutions that have been formally recognized as candidates for accreditation by a regional accrediting association.

**2.8.  The Defense Leadership and Management Program (DLAMP).** DLAMP is a systematic program of "joint" civilian leader training, education and development within and across the Department of Defense (DoD) for GS13 through GS15 personnel.  DLAMP will be managed IAW DoD Directive (DODD) 1430.16, *Defense Leadership and Management Program.*  DoD conducts an annual call for nominations.  Information about DLAMP can be found on the Air Force Personnel Center homepage: **http://www.afpc.randolph.af.mil/cp**.

2.8.1.  Nominations for AFMC personnel must be submitted to HQ AFMC/DPE.

2.8.2.  Requests for declination or withdrawal from DLAMP must be approved by the nominating organization (installation command section or HQ director) and endorsed by the HQ AFMC Executive Director.

## Chapter 3

## MILITARY TRAINING

**3.1. General.** Military training programs consist of military classifications (officer and airman), enlisted specialty training, airman retraining and PME.  Military classification will be managed IAW AFPD 36-21, *Utilization and Classification of Air Force Military Personnel*; AFI 36-2101, *Classifying Military Personnel (Officer and Airmen)*; AFI 36-2105, *Officer Classification*; and AFI 36-2108, *Airman Classification*.

**3.2. Enlisted Specialty Training.** Enlisted specialty training will be managed IAW AFPD 36-22, *Military Training*; AFI 36-2201; Volume 1, *Training Development, Delivery and Evaluation;* AFI 36-2201, Volume 2, *Air Force Training Program Training Management*; AFI 36-2201, Volume 3, *Air Force Training Program On The Job Training Administration*; AFI 36-2201, Volume 4, *Air Force Training Program Managing Advanced Distributed Learning (ADL)*; AFI 36-2201, Volume 5, *Air Force Training Program Career Field Education and Training*; AFI 36-2201, Volume 6, *Air Force Training Program Total Force Training and Education Review Process (TFTERP)*; and any AFMC functional guidance.

3.2.1.  Ancillary training will be managed IAW the Education Training Course Announcements (ETCA).

3.2.2.  The Weighted Airman Promotion System (WAPS) will be managed IAW the annual USAF WAPS catalog.

3.2.3.  Military members may use O&M funds for job-related training (college courses not leading to a degree).

**3.3. Military Retraining Programs.** Military retraining programs will be managed IAW AFPD 36-26, *Military Force Management* and AFI 36-2626, *Airman Retraining Program*.  Waiver requests must be submitted to HQ AFMC/DPE.

**3.4. Professional Military Education (PME).** PME will be managed IAW AFPD 36-23; *Military Education*; AFI 36-2301, *Professional Military Education;* and the ETCA.

3.4.1.  Enlisted PME includes Airman Leadership School, Noncommissioned Officer Academy and Senior Noncommissioned Officer Academy.

3.4.2.  Officer PME includes Air and Space Basic Course, Squadron Officer School, Intermediate Service Schools and Senior Service Schools.

**3.5.  Military Supervising Civilian Employees.** Training of military supervising civilian employees (USAF Civilian Personnel Management Course) will comply with AFI 36-401, *Employee Training and Development and* AFMC memorandums pertaining to this subject.

3.5.1.  Installation specific topics will be included in supervisory training courses to ensure currency and to appropriately equip supervisors with the tools needed for their task.

3.5.2.  Course requirements for this initial training will be identified in ETMS Web for both civilian and military supervisors.  Supervisors requesting this as refresher training may also enter this training into ETMS Web.

**Chapter 4**

**EDUCATION SERVICES**

**4.1.  General.** The Educational Services Program supports long-range Air Force goals for maintaining a high-quality force and enhancing professional and personal development.  HQ AFMC/DPE works with the education and training flights and education services officers (ESO) to ensure the following education programs are compliant IAW AFI 36-2306, *The Education Services Program.*

**4.2.  Air Force Educational Leave of Absence Program.** The Air Force Educational Leave of Absence Program complies with the current law, U.S.C. Title 10, Section 708.  HQ AFMC/DPE acts in an advisory capacity.

**4.3.  The Community College of the Air Force (CCAF) Program.** The CCAF program will be managed IAW AFI 36-2304, *Community College of the Air Force.*  All nominations for CCAF workshops must be submitted to HQ AFMC/DPE.

**4.4.  Commissioning Programs.** The education office provides services to include counseling, processing applications and verifying eligibility as it relates to all commissioning programs.  HQ AFMC/ DPEE acts in an advisory capacity.  Commissioning programs will be managed IAW AFI 36-2013, *Officer Training School (OTS) and Airman Commissioning Programs* with the exception of the Leaders Encouraging Airmen Development (LEAD) programs.

   4.4.1.  LEAD Phase I, U.S. Air Force Academy (USAFA) nominations submitted directly to the Academy.  HQ AFMC/DPE verifies qualifications of selected candidates for USAFA.

   4.4.2.  LEAD Phase II, Scholarships for Outstanding Airmen to ROTC (SOAR):  HQ AFROTC puts out an annual call for nominations.  Nominations are submitted to HQ AFMC/DPE for board review and forwarding of SOAR selects to HQ AFROTC.

**4.5.  Defense Activity for Non-Traditional Education Support (DANTES).** The DANTES testing program is managed IAW DoD Instruction (DODI) 1322.25, *Voluntary Education Programs;* DODD 1322.8, *Voluntary Education for Military Programs;* and DEPH 1322.8-H*, DANTES Examination Program Handbook.*

   4.5.1.  HQ AFMC/DPE performs the duties as the AFMC Test Control Officer (TCO), approving authority for test examiner, coordinator to DANTES for TCO/Alternate TCO(ATCO)/Interim TCO (ITCO) appointments and waiver requests and nominations for attendance at DANTES workshops.

   4.5.2.  All installations submit requests for appointments of TCO/ATCO/ITCOs, nomination requests for attendance at workshops and waiver requests to HQ AFMC/DPE.

**4.6.  Educational Deferments Program.** HQ AFMC/DPE acts in an advisory capacity.

**4.7.  Military Tuition Assistance (TA) Program.** The TA program will be managed IAW Title 10, U.S. Code, Section 2007, DODD 1322.8, *Voluntary Education for Military Programs and* DODI 1322.25, *Voluntary Education Programs.*

4.7.1.  Waiver requests for fiscal year military TA cap and vocational programs must be submitted to HQ AFMC/DPE.

4.7.2.  Waiver authority is designated to installation ESOs for late registration request of military TA.

**4.8.  Veterans Affairs Educational Programs.** These programs will be managed IAW Title 10, U.S. Code, *Armed Forces;* Title 38 U.S. Code, *Veterans' Benefits;* DODD 1322.16, *Montgomery GI Bill Program;* and Title VII of Public Law 98-525.  HQ AFMC/DPE is the MAJCOM liaison with HQ AFPC.

**4.9.  Air Force Institute for Advanced Distributed Learning.** HQ AFMC/DPE acts in an advisory capacity.  Installation E&TFs are responsible for counseling and course enrollment.

**4.10.  Education Assessment Program.** A base-level annual review of each installation's education assessment plan is required.  Upon completion of the review, a copy of the assessment plan must be forwarded to HQ AFMC/DPE.  Future revisions of the plan must also be forwarded to HQ AFMC/DPE.

**4.11.  Historically Black Colleges and Universities/Minority Institutions Program.**  HQ AFMC/DPE reports the annual data received from the installation E&TFs to AF/DP.

**4.12.  Memoranda of Understanding (MOU) with Academic Institutions.** Ensure each on-base program meets criteria IAW DODD 1322.8 *Voluntary Education Programs for Military Personnel.*

4.12.1.  Installation E&TFs will notify HQ AFMC/DPE of all MOU negotiations

4.12.2.  A copy of each installation MOU must be provided to HQ AFMC/DPE.

4.12.3.  Non-Personal Service Contracts (NPSC):  Waivers to exceed the maximum allowable funding of NPSCs for educational support services must be submitted to HQ AFMC/DPE.

4.12.4.  Department of Defense Dependent Schools Overseas Program, DoD Domestic Dependent Elementary and Secondary Schools, Impact Aid Program, Scholarship Programs and Section Six Schools Program require coordination with HQ USAF/DP.

**Chapter 5**

**ACQUISITION PROFESSIONAL DEVELOPMENT PROGRAM (APDP)**

**5.1. Purpose and Coverage.** The Defense Acquisition Workforce Improvement Act (DAWIA) was signed in 1990. Its purpose is to improve the effectiveness of the military and civilian acquisition workforce and thereby improve the acquisition process. DAWIA designates acquisition positions, establishes standards to be met by individuals in acquisition positions in 13 career paths and creates an Acquisition Corps.

**5.2. Implementation of DAWIA Law.** APDP is the AF instrument put in place to implement DAWIA law. Current AF level guidance can be found in the SAF-AQ APDP Web Guide, **http://www.safaq.hq.af.mil/acq_workf/training/**. HQ AFMC/DPE provides AFMC management oversight of the program. AFMC Subcommands are responsible for overall management of the program for their personnel. The APDP team includes HQs and installation APDP focal points/OPRs, functional managers, functional advisors, training managers, personnelists, manpower representatives and supervisors. Management of APDP at each installation includes, but is not limited to, the following responsibilities:

5.2.1. Designate an APDP focal point/program manager: This individual serves as the initial customer service focal point for APDP questions and provides information and direction as to applicable AF guidance. Program management oversight duties include, but are not limited to: ensuring that waiver requests, certification packages and APDP record updates are processed timely and correctly.

5.2.2. Acquisition position management: Each subcommand is responsible to ensure their acquisition positions are managed and identified in accordance with AF policy. This requires a thorough understanding of DAWIA, the official personnel and manpower data systems, **Acquisition Corps** requirements, allowable position coding, the AF APDP Web Guide, the Redefined Acquisition Workforce initiative and APDP waivers.

5.2.3. APDP Certification: The certification process for AFMC is detailed in HQ AFMC/DPE's APDP web pages. In most cases, installations have the authority to approve level I and II certifications. All level III certifications must be forwarded to the HQ AFMC Functional Advisors for approval. The APDP Web Guide describes the levels of certification and the three areas of requirements a person must meet at a minimum for certification. The current Defense Acquisition University (DAU) Catalog contains a checklist for each of the APDP functional stalls in Appendix B of the Certification Standards.

5.2.3.1. It is the responsibility of the corresponding APDP functional manager to ensure the original signed certificate is sent to the employee.

5.2.3.2. A copy of the civilian certificate should also be forwarded to the local Civilian Personnel Office, AFPC or local Training Office as applicable, for input in the appropriate data bases.

5.2.3.3. Military certificates must be forwarded to HQ AFMC/DPEP for input in the appropriate data bases.

5.2.4. Acquisition records management: The installation APDP team works with employees to ensure their acquisition records are updated by the appropriate servicing personnel/education office,

HQ AFMC or AFPC. APDP specific data entries include Acquisition Corps Membership and supporting data (i.e., 24/12 Business Hour update), prior duty history coding, course completions and certifications.

5.2.5. DAU Training Management: Acquisition training requirements are entered into ETMS Web each year to ensure AFMC has accurate requirement projections. Requirements are extracted from ETMS Web each November and forwarded to DAU for the following fiscal year planning. Installation DAU POCs validate requirements to determine on-sites; monitor DAU student applications in ACQ Now; and monitor utilization rates in Data-on-Demand. The base DAU POC provides guidance on registration and course attendance. They are the primary focal point to ensure the DAU training process is implemented correctly at their activity.

5.2.6. Continuous Learning (CL) Program: Continuous Learning for the Defense Acquisition Workforce is a mandate for all employees who occupy an acquisition coded position to earn at least 40 hours of CL annually or 80 CL points over two years. Courses required for APDP Certification count toward CL points in the year they are completed.

5.2.6.1. The mandate was issued by the Under Secretary of Defense for Acquisition and Technology (USD(A&TL)) in a 15 Dec 98 memo, Reform Through Learning: USD(A&T) Policy on Continuous Learning for the Defense Acquisition Workforce. The policy contains an introduction and identifies specifics on the policy, applicability, point guidelines, enhanced standards for leaders, incentives, individual development plans, record keeping/certification, reporting and responsibilities.

5.2.6.2. CL standards are the types of activities one may use to attain their CL points. The basic types of CL activities are functional and technical training, leadership training, academic courses at institutions of higher education, experiential and development assignments and professional activities. A more specific definition of each may be reviewed on pages 5 through 9 of the USD (A&TL) policy on CL for the acquisition workforce.

5.2.6.3. The CL POC at each base is the primary focal point to answer CL related questions and to ensure successful implementation of the program throughout their subcommand.

**Chapter 6**

**FORMAL TRAINING**

**6.1.  General.** Formal training includes those types of training as defined by the Education and Training Course Announcements (ETCA).

**6.2.  Quota Management Systems.** The formal school quota process will be managed using the MilPDS OTA IAW the ETCA guidance as prescribed by AFI 36-2201, *Developing, Managing and Conducting Training*.

   6.2.1.  ETMS Web is the AFMC command-wide tool available to all functionals and career field managers and is to be used in conjunction with the MilPDS OTA.  The ETMS Web should be utilized to retrieve training requirements and priorities necessary to complete annual training surveys.

**6.3.  Quota Management.** Successful quota management can be achieved through the coordinated effort of HQ AFMC/DPE and the ET&Fs.

   6.3.1.  The ET&Fs, in conjunction with their functional organizations, will validate and ensure prioritization of actual and forecasted training requirements based on mission priorities.  Priorities are: Level 1 – Mission Accomplishment and Level 2 – Mission Sustainment.

   6.3.2.  HQ AFMC/DPE is responsible for compiling requirements and forwarding to the appropriate institution in response to annual calls.  HQ AFMC/DPE will ensure all training requirements are reviewed and validated by the appropriate AFMC MA or functional organizations prior to submitting requirements to the appropriate institution.  The AFMC/SG directorate acts as quota manager for medical training.

   6.3.3.  HQ AFMC/DPE receives quotas from course owners and sub-allocates to the E&TFs or functionals.  Changes in quota status may be made as dictated by current requirements.

**6.4.  Attendance.** When generated by MilPDS OTA, the E&TF receives a Report on Individual Personnel (RIP) for each formal training quota received and notifies the requesting organization.  Once an organization receives a quota and the supervisor and commander (or designee) signs the RIP, the supervisor will ensure the individual's attendance.  Quota utilization rates will be a factor in determining future allocations.  The E&TF returns unused quotas to HQ AFMC/DPE, IAW ETCA, as soon as possible.

   6.4.1.  Cancellations and substitutions are reported to the E&TF by the base functional organization when a quota cannot be used.  The E&TF will notify HQ AFMC/DPE for redistribution or cancellation of quotas.  The local ETF will ensure cancellations or substitutions will only occur in valid personal or mission emergency situations and with the individual's supervisor's concurrence.

   6.4.2.  A no-show will be charged when a student confirmed in MilPDS OTA (with a training line number) fails to attend the class and does not provide appropriate justification.  All no-shows will be processed through the organization's squadron commander and/or director to ensure senior management notification and involvement.  Civilians must provide to HQ AFMC/DPE through the installation E&TF a letter of justification for non-attendance.  Also, a no-show will be charged when an organization fails to turn in a quota or to make a substitution within time limits directed by the installation E&TF.

<center>**Chapter 7**</center>

<center>**FINANCIAL MANAGEMENT**</center>

**7.1. General.** Planning, programming and budgeting for training is a multi-faceted process due to the various kinds of funding and management structures within AFMC. Workforce training may be funded by appropriations 3400, 3600 and working capital funds (depot maintenance, logistics and information systems). The type of training and organizational placement of an individual attending training drives the planning, programming and budgeting for a particular event. The requirements identification process is vital to ensure all required training is captured and funded through the proper funding avenue.

**7.2. Functional Area Training.** AFMC MAs are responsible for financial planning in regards to training requirements for the functional areas that fall within their structure. They must ensure proficiency training for the current work force (steady state) is provided as well as forecasting for future workforce (above steady state).

7.2.1. "Above steady state" training requirements are determined for the MA by using work force shaping accession data and occupational training plans. HQ AFMC/DPE will assist the MA in financial planning by providing course cost data, locating training sources and assisting with the development of a MA training strategic/action plan.

7.2.2. "Steady state" training requirements are identified by the supervisor when they create an IDP for the existing workforce (See Chapter 8). The automated IDP resides in ETMS Web. ETMS Web captures required training and is the basis for developing financial plans and out-year projections.

**7.3. Program Element Codes (PECs) 88751 and 84753 Training.** The command resource management officer will develop an AFMC training financial plan for the Civilian Education and Training PECs 88751 and 84753. The planning, programming and execution of these funds are accomplished IAW AFI 36-401, *Employee Training and Educ*ation and AFI 65-601 Vol. 1, *Budget Guidance and Procedures*. The Command resource management officer allocates funds to bases and develops unfunded requirements plan for submission to USAF/DPDE based on training requirements identified in ETMS Web.

7.3.1. Installation resource management officers are responsible for planning, programming and execution of installation PECs 88751 and 84753 funds. Those duties include but are not limited to developing an installation financial plan, identifying unfunded training requirements, developing a fiscal year spending plan and monitoring expenditures for reporting on a quarterly basis.

7.3.2. Financial plans for funding sources other than PECs 88751 and 84753 will be submitted to the installation MAs and financial management organization for inclusion in the installation financial plan.

**7.4. Training Funding.**

7.4.1. Non-AFMC Funded Training. Formal schools will program for funds based on MAJCOM formal training requirements entered into MilPDS OTA. Normally, schools fund all priority one training requirements. Units may be required to fund TDY cost for lower priority training, therefore, these TDY costs should be included in the unit's financial plan.

7.4.2.  HQ USAF/DP and SAF/AQ training funds PEC 88751 (non-acquisition training requirements for the civilian O&M workforce) and PEC 84753 (acquisition training for the acquisition workforce) are managed by USAF and executed by installations.  HQ AFMC/DPE consolidates AFMC funding requirements and submits to HQ USAF/DPDE and SAF/AQ.

7.4.3.  AFMC Funded Training.  Planning and programming for the various funding types in AFMC is the responsibility of the MAs and HQ AFMC/DPE.

7.4.3.1.  HQ AFMC/DPE prepares POM and budget submissions for PEC 72806 (acquisition related training for CL requirements for the acquisition work force), PEC 89732 (military tuition assistance) and PEC 84751 (Airman Leadership Schools).

7.4.3.2.  Installation & Support, Information Management and Product Support MAs programs for O&M funds to provide program specific training (e.g., environmental protection, military training, childcare, acquisition).

7.4.3.3.  Depot Maintenance, Information Systems and Supply Management MAs program for working capital funds (training for the working capital workforce).

7.4.3.4.  Test & Evaluation and Science & Technology MAs program for training funds for the Research, Development, Testing and Evaluation workforce.

**7.5.  The Government Purchase Card (GPC) and DD Form 1556.** The GPC will be used to pay for non-government and/or government off-the-shelf training costing no more than $25,000.  Off-the-shelf training is defined as training products or services regularly available to the general public and/or government personnel for an individual event or planned series of the same formal training event, activity, service or course material.  A DD Form 1556 must be completed and approved by the member's organization and approved by the installation E&TF prior to attending training regardless of the funding source.  This applies to both military and civilian members.  Unit funded training must have an E&TF-approved DD Form 1556 on file for each training event.

**7.6.  AF Form 9, Request for Purchase.** The AF Form 9 will be used to purchase training specifically developed, designed or produced to meet a requirement unique to an organization and/or program or for off-the-shelf training costing more than $25,000.  The AF Form 9 must be processed through the local ETF for review and approval or disapproval.  The local ETF will process it through the local contracting office if the AF Form 9 is approved.  When using AF Form 9, use Expense Element Investment Code 553.

## Chapter 8

## EDUCATION AND TRAINING MANAGEMENT SYSTEM (ETMS WEB) PROGRAM MANAGEMENT AND ADMINISTRATION

**8.1.  General.** ETMS Web is a command-wide approved, education and training management system adopted to facilitate the training planning, programming, budgeting and execution processes.  It is an automated system designed to integrate training management for all AFMC military and civilian personnel.

**8.2.  ETMS Web Functionality.** The ETMS Web contains numerous functions to support training processes for all levels of users.  Within ETMS Web you can:

8.2.1.  Create an IDP.

8.2.2.  Search, review and select courses within an integrated course catalog.

8.2.3.  Populate and produce an automated DD Form 1556.

8.2.4.  Track fiscal training costs/expenditures and identify future fiscal training cost requirements.

8.2.5.  Manage class scheduling, quota distribution, class rosters and course completions.

8.2.6.  Schedule facilities and instructors and create reports for all levels of users.

**8.3.  HQ AFMC/DPE Responsibilities.** Overall system ownership and program management responsibility resides with HQ AFMC/DPE.  Key program management responsibilities include:

8.3.1.  Develop policy and procedures, monitor system utilization and ensure compliance.

8.3.2.  Manage all system efforts including development, maintenance, enhancements, project prioritization and system releases.

8.3.3.  Prepare and maintain system documentation to include but not limited to user manuals, tutorials and training aids.

8.3.4.  Budget and manage funding for system.

8.3.5.  Serve as liaison for installation site administrators.

8.3.6.  Track resolution of customer problem reports.

8.3.7.  Manage baseline change requests (BCRs).

8.3.8.  Perform system testing.

8.3.9.  Conduct site administrator training.

8.3.10.  Manage the ETMS Web course catalog functions.

8.3.11.  Input and maintain course descriptive data in the ETMS Web course catalog for the Air Force-level and above sources (e.g., DAU, Air Force Institute of Technology (AFIT), Air Force Civilian Career Programs and U.S. Department of Agriculture Graduate School).  Additional courses will be added as users identify the need.

8.3.12.  Extract and provide command-wide requirements data from ETMS Web in response to training surveys or data calls.

**8.4.  E&TF Responsibilities.** Installation system and program management responsibilities reside with the E&TF.  Key responsibilities include:

8.4.1.  Comply with and enforce ETMS Web command policy and procedures

8.4.2.  Develop and enforce installation program policy and procedures

8.4.3.  Designate a local site administrator

8.4.4.  Issue user ID's.

8.4.5.  Provide system training.

8.4.6.  Develop process for identifying and reporting local system problems.

8.4.7.  Manage process for base-line change requests.

8.4.8.  Serves as liaison between installation and headquarters staff.

8.4.9.  Input and maintain course descriptive data for local sources (e.g., local vendor, college and organic) into the ETMS Web catalog.  Additional courses will be added as needed.

8.4.10.  Integrate ETMS Web capabilities into installation training management processes:

8.4.10.1.  Class scheduling and attendance rosters.

8.4.10.2.  Track and maintain financial data.

8.4.10.3.  Track, maintain and analyze requirements data.

8.4.10.4.  Post training completions.

8.4.10.5.  Enter and maintain facility and instructor information.

8.4.10.6.  Enter and maintain class data.

8.4.10.7.  Use the automated DD1556 to request, approve and procure training.

8.4.11.  Responsible for marketing the use of ETMS Web.

**8.5.  Unit Training Manager/Monitor Responsibilities.** Organization-level ETMS Web administration is the responsibility of the unit training manager/monitor.  Key administrative responsibilities include:

8.5.1.  Issue user ID's to supervisors and maintain security profiles

8.5.2.  Review, validate and track training requirements created across the organization

8.5.3.  Receive and manage quotas and nominate students

8.5.4.  Train supervisors in the use of the system

8.5.5.  Produce organizational reports as needed

8.5.6.  Use the automated DD Form 1556 to request training.  When using unit government purchase card, maintain appropriate documentation to include an approved DD Form 1556.  When purchasing group training, provide a class roster.

8.5.7.  Identify the need for additional course catalog entries to the E&TF according to installation procedures

**8.6.  Supervisor Responsibilities.** The training and development of employees is a primary responsibility for all supervisors.  Military and civilian supervisors will use ETMS Web to create an individual development plan for each employee.  The IDP will be discussed further in Chapter 9.

**8.7.  HQ AFMC Functional Training Manager Responsibilities.** HQ AFMC functional training managers are responsible for reviewing and validating command-wide functional training requirements. Data reports are available upon request for functional use to perform various analyses.

**8.8.  User Responsibility.** Integrity of the data within ETMS Web is the responsibility of every user.

**Chapter 9**

**INDIVIDUAL DEVELOPMENT PLANS (IDP)**

**9.1.  General.** The IDP gives both the employee and the supervisor the opportunity to set objectives that will ensure progress in career development.  This includes identification of specific training requirements and development of short and long-range career goals.  The IDP is not a binding contract between the employee and management.  The IDP is a planning document to be updated as needed but especially when an employee's job duties/responsibilities change.  Therefore, as organization mission and goals change, the IDP may require revision.  At a minimum, the IDP should be reviewed annually.

**9.2.  Basic Requirements.** AFMC policy requires that all military officers and civil service employees have a current IDP in ETMS Web.  Enlisted members are required to have a Career Field Education and Training Plan (CFETP) to identify short and long-range goals.  The CFETP serves as their IDP.  However, specific training courses required for enlisted members will be entered into ETMS Web.

9.2.1.  For planning, programming and budgeting purposes, IDPs should cover the current fiscal year plus two out years.

9.2.2.  New employees should have an IDP accomplished within 90 days of assignment.

9.2.3.  IDPs should be reviewed on an annual basis.

**9.3.  IDP Development Guide.** An IDP development guide is available on the HQ AFMC/DPE web site **(https://www.afmc-mil.wpafb.af.mil/HQ-AFMC/DP/dpe/idp_guide.htm)**.  This guide is designed to lead you through the individual development planning process.

## Chapter 10

## ADVANCED DISTRIBUTED LEARNING (ADL)

**10.1.  General.** Advanced Distributed Learning (formally known as distance learning) is defined as "structured learning that takes place without the physical presence of an instructor," AFH36-2235, Volume 5, *Information for Designers of Instructional Systems, Advanced Distributed Learning: Instructional Technology and Distance Learning*.  ADL emphasizes collaboration on standards-based versions of reusable objects, networks and learning management systems, yet may include some legacy methods and media.  ADL includes numerous media such as paper, CD-ROM, interactive television, videotape, audiotape and the Internet. The emphasis is on converting courses to ADL instruction where appropriate, to deliver training anywhere, anytime.  ADL is the evolution of Distance Learning (DL) and, although agencies may use different terms (e.g., exportable training, Type 6, Job Site Training [JST]), they all fall within the AF definition of ADL, AFI  36-2201, Volume 4*,  Managing Advanced Distributed Learning*.   ADL administration/management is subject to provisions and restrictions set forth in DoDD 1322.7, *Voluntary Education Programs for Military Personnel*; DoDI 1322.25, *Voluntary EducationPrograms*; AFI 36-2306, *The Education Services Pr*ogram; AFI 36-2201, Volume 4, *Managing Advanced Distributed Learning*; and AFMCMAN 36-2, *AFMC Distance Learning Center (DLC) Infrastructure Guide*.

10.1.1.  The E&TF staff, as well as the functional community, has responsibility to incorporate the utilization of ADL when making training decisions.

10.1.2.  The installation Job Site Training POC will receive, distribute and administer various AETC Type 6 courseware/associated materials from AETC.

**10.2.  DLC Facility.** All AFMC operating locations will maintain a centrally-managed DLC facility to support technology-based education and training through satellite, videotape, web-based delivery and other electronic media.

10.2.1.  The DLC is a facility to support ADL related training and education.  Support services include personal computer, satellite downlinks, VCRs, audio-graphics and an ADL courseware library.

**10.3.  DLC Responsibilities.** As outlined in AFMC Manual 36-2, the DLC is responsible to receive and administer ADL training requirements to include: DLC administration, scheduling and facilities administration and equipment/courseware management.

10.3.1.  Responsible for ensuring procedures are in-place for ADL training requirements submission to the DLC.  Maintain utilization data to determine future DLC resource requirements.

10.3.2.  Responsible for maintaining technical specifications for ADL courseware delivery.  Also responsible for equipment scheduling, collection of attendance information, student/facilitator orientation, routine monitoring/troubleshooting of equipment during course delivery and facility repair/work order generation.

10.3.3.  Acquire and integrate new equipment into DLC inventory, accomplish periodic inspections; perform maintenance actions on defective equipment and turn-in equipment.

10.3.4.  Provide users with the opportunity to request/obtain courseware by maintaining an ADL library.  Library functions include the check-in and storage of new and existing courseware and disposal of outdated/damaged courseware.

10.3.5.  The DLC support staff will identify requirements for ADL resources to ensure equipment/ classroom modernization is compatible with established standards.

10.3.6.  Market DLC ADL capabilities and library to the base-wide population.

**10.4.  HQ AFMC.** The HQ AFMC ADL Manager will establish and implement command policy and procedures to ensure compliance with DoD, Air Force and AFMC guidance.

10.4.1.  Identify and advocate for command-wide ADL resource requirements.

10.4.2.  Forward ADL programming and budget requirements to Air Force Institute for Advanced Distributed Learning for consolidated POM submission.

10.4.3.  Identify and submit AFMC requirements for ADL Type 6 formal courses to 2 AF/DOTT.

10.4.4.  Participate in HQs functional working groups in support of ADL.

10.4.5.  Collect, consolidate and maintain various ADL data supporting DoD, Air Force and AFMC ADL programs.

10.4.6.  Serves as the AFMC representative at appropriate DoD, Air Force and private sector ADL meetings and working groups.

10.4.7.  Research and stay abreast of new technologies.

**10.5.  AFMC Continuing Engineering Education Center (CEEC).** The CEEC provides direct mission support to DoD and the United States Air Force science, engineering, technical and management communities, through the maintenance/distribution of training videos and associated texts/study guides.

10.5.1.  CEEC staff will interface with various career programs and DoD agencies to identify requirements and obtain funding for acquisition and development of new training.

10.5.2.  Identify and advocate for CEEC resource requirements. .

## Chapter 11

## FUNCTIONAL TRAINING COURSE DEVELOPMENT

**11.1.  General.** Functional training course development responsibilities, including that for structured OJT, reside with the functional organization.  Functional managers must ensure design, development, delivery and maintenance of training course materials are IAW AFMAN 36-2234, *Instructional System Development*; AFMAN 36-2236, *Guidebook for AF Instructors*; AFI 36-401, *Employee Training and Development*; AFI 36-2201, Volume 1, *Training Development, Delivery and Evaluation*; AFI 36-2201, Volume 2; A*ir Force Training Program Training Management*; AFI 36-2201, Volume 3, *Air Force Training Program On The Job Training Administration*; AFI 36-2201, Volume 4, *Air Force Training Program Managing Advanced Distributed Learning (ADL)*; AFI 36-2201, Volume 5, *Air Force Training Program Career Field Education and Training and* AFI 36-2201 Volume 6, *Air Force Training Program Total Force Training and Education Review Process (TFTERP)*.  (See **Attachment 1** - Glossary of References and Supporting Information).  Minimum formal course control documents are:  AFMC Form 853**, Course Chart**; AFMC Form 852, **Plan of Instruction**; and course training standards.  There may be instances where an AFMC base-level DPE has some or all training course development responsibilities, based upon contractual/Performance Work Statement (PWS) obligations.  HQ AFMC and/or base-level functional managers should contact base-level DPE directors to determine if base-level DPE has any training course development responsibilities.

**11.2.  HQ AFMC Functional Directorates.** Determine command-wide functional specific course development assignments (initial/transfer) and ensure courseware is developed IAW prescribed guidelines. They will also assign command-wide course numbers and work with HQ AFMC/DPE to input into ETMS Web.  There may be instances where an AFMC base-level DPE has some or all training course development responsibilities based upon contractual/PWS obligations.

   11.2.1.  Ensure sufficient numbers of competent individuals are assigned as instructional designers and managers.

   11.2.2.  Provide adequate training for untrained instructional designers and managers.

   11.2.3.  Coordinate instructional system requirements through unit ISD managers and base support.

   11.2.4.  Provide resources (e.g., people, funds, equipment, time) to support the process.

   11.2.5.  Conduct periodic quality checks and eliminate instruction unrelated to the job.

   11.2.6.  Advocate for resources.

   11.2.7.  Ensure functional courseware library is maintained.

   11.2.8.  Initiate biennial curriculum reviews for all command courses.

**11.3.  Installation Functional Directorates.** Accept command-wide functional specific course development assignments, determine installation level course development assignments (initial/ follow-on), ensure courseware is developed IAW prescribed guidelines, assign course numbers for installation unique courses and coordinate with the installation E&TF to ensure input course data is input into ETMS Web.  There may be instances where an AFMC base-level DPE has some or all training course development responsibilities based upon contractual/PWS obligations.

11.3.1.  Ensure sufficient numbers of competent individuals are assigned as instructional designers and managers.

11.3.2.  Provide adequate training for untrained instructional designers and managers.

11.3.3.  Coordinate instructional system requirements through unit ISD managers and base support organizations.

11.3.4.  Provide resources (people, funds, equipment, time, etc) to support the process.

11.3.5.  Conduct periodic quality checks and eliminate instruction unrelated to the job.

11.3.6.  Maintain courseware library.

11.3.7.  Participate in curriculum reviews.

**11.4.  HQ AFMC/DPE and Installation E&TFs.** Provide advisory services to the functional community to assist in funding determinations, needs analyses, training planning, training strategies, method determination, source determination, contract review, training costs, training evaluation, training policy, other analysis associated with training and ETMS Web data queries and course catalog entries. There may be instances where an AFMC base-level DPE has some or all training course development responsibilities based upon contractual/PWS obligations.

11.4.1.  Training Support Services:  Due to varying staffing levels and missions of the installations, support service requirements need to be negotiated with the E&TF as all support services may not be available at all installations.  Services may include training requirements identification, scheduling, classrooms, equipment and facilities support.

 

 

                                     MAGGIE GRACE,   GS-15
                                     Chief, Education, Training and Development Division

**Attachment 1**

**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION**

*References*

AFDD 2-4.3, *Education and Training*

afpd 36-22, *Military Training*

AFI 36-2201, Volume 1, *Training Development, Delivery and Evaluation*

AFI 36-2201, Volume 2, *Air Force Training Program Training Management*

AFI 36-2201, Volume 3, *Air Force Training Program On The Job Training Administration*

AFI 36-2201, Volume 4, *Air Force Training Program Managing Advanced Distributed Learning (ADL)*

AFI 36-2201, Volume 5, *Air Force Training Program Career Field Education and Training*

AFI 36-2201, Volume 6, *Air Force Training Program Total Force Training and Education Review Process (TFTERP)*

AFI 36-2301, *Professional Military Education*

AFMAN 36-2234, *Instructional System Development*

AFMAN 36-2236, *Handbook for Air Force Instructors*

AFH 36-2235, *Information for Designers of Instructional Systems (11 Volumes)*

Vol. 1, *Executive Summary*

Vol. 2, *ISD Automated Tools/What Works*

Vol. 3, *Application Acquisition*

Vol. 4, *Guide to Training Technologies*

Vol. 5, *Interactive Courseware (ICW) Design, Development and Management Guide*

Vol. 6, *Guide to Needs Assessment*

Vol. 7, *Design Guide for Device-Based Aircrew Training*

Vol. 8, *Application to Aircrew Training*

Vol. 9, *Application to Technical Training*

Vol. 10, *Application to Education*

Vol. 11, *Application to Unit Training*

AF Form 9, **Request for Purchase**

AFMC Form 852, **Plan of Instruction**

AFMC Form 853, **Course Chart**

DD Form1556, **Request, Authorization, Agreement, Certification of Training and Reimbursement**

*Abbreviations and Acronyms*

**ADL**—Advanced Distributed Learning

**AETC**—Air Education and Training Command

**AFIT**—Air Force Institute of Technology

**APDP**—Acquisition Professional Development Program

**ATCO**—Alternate Test Control Officer

**AU**—Air University

**CCAF**—Community College of the Air Force

**CCDP**—Civilian Competitive Development Program

**CFETP**—Career Field Education and Training Plan

**CL**—Continuous Learning

**CTAP**—Civilian Tuition Assistance Program

**DANTES**—Defense Activity for Non-Traditional Education Support

**DAU**—Defense Acquisition University

**DLC**—Distance Learning Center

**DLAMP**—Defense Leadership and Management Program

**DoD**—Department of Defense

**EDS**—Employee Development Specialist

**ESO**—Education Services Officer

**ETCA**—Education and Training Course Announcements

**E&TF**—Education and Training Flight

**ETMS Web**—Education and Training Management System Web

**FTM**—Functional Training Manager

**IAW**—In accordance with

**IDP**—Individual Development Plan

**IMPAC**—International Merchant Purchase Account Card

**ISD**—Instructional System Development

**ITCO**—Interim Test Control Officer

**LEAD**—Leaders Encouraging Airmen Development

**MA**—Mission Area

**MAJCOM**—Major Command

**MilPDSOTA**—Military Personnel Data System Oracle Training Administrator

**MOU**—Memorandum of Agreement

**NPSC**—Non-Personnel Services Contracts

**OJT**—On-the-job-training

**PEC**—Program Element Code

**PME**—Professional Military Education

**POM**—Program Objective Memorandum

**RIP**—Report on Individual Personnel

**ROTC**—Reserve Officers Training Corp

**SOAR**—Scholarships for Outstanding Airment to ROTC

**SSS**—Senior Service Schools

**TA**—Tuition Assistance

**TCO**—Test Control Officer

**TPTs**—Training Planning Teams

**USAFA**—United States Air Force Academy

**USD(A&TL)**—Under Secretary of Defense for Acquisition and Technology

**WAPS**—Weighted Airman Promotion System

*Terms*

**Command Resource Management Officer**—Primary financial resource manager for the Command.

**Command Training Financial Plan**—Management planning document identifying a major command's annual education and training financial requirements.

**Education and Training Course Announcements (ETCA)**—Internet-based system that supercedes AFCAT 36-2223, USAF Formal Schools.  ETCA automates AFCAT 36-2223 by providing on-line capability to access, query, print and input course announcement data.  (**https://etca.keesler.af.mil/**)

**Impact Statement**—Written statement identifying those Air Force programs and missions which will be affected if training requirements are not funded or met.

**Individual Development Plan (IDP)**—Document created by a supervisor to document employee specific education and training needs, career progression (short/long range goals) and developing/refining skill requirements.

**Installation Education and Training Council**—Committee of top functional managers responsible for the management of training and development resources at base level.

**Installation Training Financial Plan**—Management planning document identifying annual education and training financial requirements at installation level.

**No-Show**—Confirmed student did not attend training as planned.

**Professional Continuing Education**—Courses less than 20 weeks in duration conducted in residence at AFIT, civilian institutions and other DoD facilities.  Provide concentrated instruction in specialized subjects needed to improve performance of AF personnel.

**Program Element Code (PEC) 72806**—Fund for the Continuous Learning for the Acquisition Workforce.

**Program Element Code (PEC) 88751**—Operations and Maintenance program that funds training and development.

**Program Element Code (PEC) 84753**—Program for Acquisition Training Fund

**Program Element Code (PEC) 89732**—Program that funds Military Tuition Assistance.

**Attachment 2**

**COMMAND STANDARD COURSE NUMBER FORMAT**

As discussed in Chapter 11, headquarters and installation functional training managers will ensure courseware acquired or developed by the organization is maintained in a courseware library and identified in the ETMS Web course catalog.  Prerequisite to this process is designation/ assignment of an AFMC, fifteen (15) - character length course number in accordance with format prescribed below.

**Characters Description**

1          MAJCOM (owner).  This will always be an "M" (e.g., M-----#########--).
2 - 3     Lead Center (Identifies the Installation which "owns or is HQ designated owner of
          the course).
     Only the following codes apply: (e.g., MWP---#########--).

| | | |
|---|---|---|
| IB = Arnold AFB | ED = Eglin AFB | LA = Lackland AFB |
| BV = Brooks AFB | LK = Hanscom AFB | RX = Robins AFB |
| AM = Davis Monthan AFB | HP = Hill AFB | TE = Tinker AFB |
| EB = Edwards AFB | KV = Kirtland AFB | WP = Wright-Patterson AFB |

4 – 6 Discipline (Only the following codes apply: (e.g., MWPMAS#####--)

| | | |
|---|---|---|
| ACQ = Acquisition | ENG = Engineering | OPS = Operational Support |
| ADM = Administration | FAC = Facilities | ORS – Organizational Support |
| AIR = Aircraft | FIN = Financial Management | PER = Personnel |
| CCS = Communications/ Computer-Systems Information Technology | INP – Industrial | PLN = Strategic Plans and Programs |
| CON = Contracting | INPS = Industrial Std | PGM = Program Management |
| CIM = Core Item Management | LOG = Logistics | QUA = Quality |
| ELE = Electronics | MAS = Maintenance Std | SAT = Supply & Transportation |
| ENE = Engines | MED = Medical | SCI = Sciences |

7 – 11   Sequence (Identifies the number of the course within the Discipline) 00001 – 99999

12 – 13 Segment (Only applies to stand alone portions of a course ) 00 – 99 (00 indicates the entire course.  (e.g., MWPMAS00000100--).

14 – 15   Method (Identifies how the course will be delivered) Only the following codes apply:

| | |
|---|---|
| **ADL** | Advanced distributed learning – training in which the students are physically separate from the instructor (e.g., satellite, audio graphics. video tapes) |
| **CB** | Computer based training taken on PC and closely associated with interactive courseware (IC) (e.g., e-learning, web-based and CD-ROM) |
| **CO** | Correspondence- non-resident instruction; normally self-pace courses comprised of work-books and study guides with testing |
| **CS** | Commercial source – private/commercially owned company (closely associated with vendor source (VS) |
| **IC** | Interactive courseware – computer program controlled training which relies on student input to determine the order and pace of instruction.  Closely associated with computer based training (CB) |
| **JT** | Job Training – courses that are instructor lead and differ from SU |
| **SU** | Standup – training provided by an instructor in a classroom setting |
| **VS** | Vendor Source – private/commercially owned company delivers training |
| **XX** | Not applicable or varies by course offering |